



Office of Commissioned Corps Operations  
Division of Commissioned Corps Training  
and Career Development  
1101 Wootton Parkway, Suite 100  
Rockville, MD 20852

To Applicants for Appointment in the Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) of the Public Health Service:

We are pleased to forward the enclosed instructions and materials necessary for you to apply for an appointment in the Commissioned Corps of the United States Public Health Service.

Read and follow carefully the "Instructions for Submitting an Application for Appointment in the Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) of the United States Public Health Service" enclosed with the material. You will need to take specific actions that will impact on the receipt, review, and evaluation of your application.

Please note that if you are confirmed for a JRCOSTEP appointment, only the staff of the Division of Commissioned Corps Assignments, Office of Commissioned Corps Operations (OCCO), can issue official personnel orders. IMPORTANT: Preceptors, supervisors, facility directors, and Agency, Operating Division, or Program officials are **not authorized** to direct you to travel or report to your JRCOSTEP assignment without official personnel orders. If you travel or report to your JRCOSTEP assignment prior to OCCO issuing official personnel orders, you will be jeopardizing your travel and transportation entitlements, your pay and benefits, and perhaps your JRCOSTEP assignment entirely.

Your interest in the Public Health Service is appreciated.

Sincerely yours,  
*Lee S. Shackelford*  
CAPT Lee S. Shackelford, USPHS  
Director, Division of Commissioned Corps  
Training and Career Development  
Office of Commissioned Corps Operations

Enclosures

#### IMPORTANT MESSAGE

In order to maximize your chances for selection, applications for JRCOSTEP assignments should be received in OCCO within the acceptance window specified for the assignment period desired. All additional materials required for completion of the application process, except current transcripts, should be received no later than the last date of the appropriate acceptance window. Transcripts should be received no later than one (1) month after the window closing date. An application will normally be considered for one specific assignment opportunity. For subsequent assignment opportunities, the applicant must submit a new request for consideration with new dates of availability. Specific acceptance windows for the submission of applications are:

<u>For Assignment Opportunities from:</u>	<u>Application Acceptance Window:</u>	<u>Application Deadline:</u>
January 1 – April 30	June 1 – September 30	September 30
May 1 – August 31	September 1 – December 31	December 31
September 1 – December 31	January 1 – April 30	April 30

If you have specific questions regarding these deadlines, please phone 240-453-6125 or toll-free at 1-800-279-1605.